

# AKHIGBE OSEMUDIAMEN EMMANUEL

heavenlyemma18@gmail.com

<b>Date of Birth:</b>	15 <sup>th</sup> April, 1997	<b>Nationality</b>	Nigeria
<b>Sex:</b>	Male	<b>Phone:</b>	07061110057
<b>Marital Status</b>	Single	<b>Address</b>	Ugbihoko, Benin City,

**State of Origin:** Edo State

## CAREER OBJECTIVE:

A dynamic fresh graduate of Accounting Education, seeking to build a career in accounts and cooperate services, where I will be responsible for providing excellent brand image for my organization, I possess good interpersonal skills, analytic thinking skills and a very passionate result- oriented personality.

## RELEVANT SKILLS

### Excellent Communication skills:

Ability to communicate effectively, accurately clearly, interpersonal and written forms.

### Leadership skills:

Influencing and motivating people to achieve set goals

### Good Interpersonal Skills:

Able to relate with people from various background in simple and understanding manner.

### Professional certification

Skills Edge Consulting Limited, Abuja

- Certificate in Project Management, 2020
- Certificate in Customer Service and Relationship Management, 2020
- Certificate in Human Resource Management, 2020
- Certificate in Health Safety and Environment (HSE I and II) 2020.

## EXPERIENCE

Deeper Christian Life Ministry, NYSC Service Year

Position Held: Account officer

St. Mercy Group of schools,

Position Held: Accounting teacher

Independent National Electoral Commission 2020

Position: APO II

### Duties performed (NYSC):

- Uploading office cash count/receipts into the E-sage account software
- Received payments from clients
- Audit analysis

### Hobbies

Traveling, reading, Innovative thinking, media research and loves meeting people

## COMPETENT SKILLS

### Problem solving:

Can solve problems, tolerate stress, push forward and provide alternative solutions to problems.

### Organizations ability

Putting ideas and materials in order, for efficiency.

### Administrative Abilities:

Able to handle duties required to achieve work processes adequately and meticulously.

### I.T skills:

Proficient with Microsoft Software:

Power Point and Excel

Sage Accounting software

## EDUCATION AND QUALIFICATION

**National Youth Service Corps (NYSC)2020**

**Benson Idahosa University, B.I.U, 2019.**

Bsc.Ed. Accounting Education

**School of Basic and Applied Science 2016**

Diploma in banking operations

**Franej International High school, Benin, Edo State2013.**

Senior Secondary School Certificate Examination (SSCE)

**St. Mercy Group Of Schools, Benin City, Edo State 2007.**

Primary School Leaving Certificate

## REFEREES

**Dr. James Edopkolo**

Department of Accounting Education

Benson Idahosa University Edo State

**Dr. James Agbonla**

Department of Education

Benson Idahosa University Edo State